

# Memorandum

TO : Director of Training  
THRU : Chief, Operations School  
FROM : Chief, Headquarters Training

DATE: 12 December 1962

SUBJECT: Weekly Activities Report No. 44, 6 - 12 December 1962

## A. SIGNIFICANT ITEMS

Nothing to report.

## B. OPERATIONS FACULTY

### 1. Information Reports Familiarization (IRF)

Three students completed tutorial instruction in IRF on 7 December.

### 2. Counterintelligence Operations (CI/OPS)

Course No. 47 is in its second week and progressing satisfactorily.

### 3. [REDACTED]

Course No. 58 is in its third and final week.

4. Mr [REDACTED] is giving tutorial instruction in Project 2 [REDACTED] d1 to trainee [REDACTED] beginning 10 December through 12 December.

5. I met with the new CI Staff training officer, [REDACTED] 1A9a 11 December to brief him on the nature of the relationship existing between OTR instructors with CI instructional responsibilities and the CI Staff. In addition, we exchanged a number of ideas regarding additional CI training, particularly at an advanced level, which will be the subject of a separate report at the appropriate time.

## C. OPERATIONS SUPPORT FACULTY

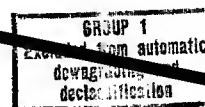
### 1. Administrative Procedures Course

Course No. 104 is in its second week and progressing satisfactorily. A revised schedule for the third week of the course has been distributed to the Registrar and training liaison officers showing changes that

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have been made to accommodate holiday travel for those students scheduled for overseas assignments.

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2. Mr. [REDACTED] visited the TSD Testing and Evaluation Section located at the [REDACTED] for the purpose of briefing personnel in the policy and procedures of Type II property accountability. While there, Mr. [REDACTED] talked to various individuals in the warehouse to ascertain if there were problems relative to shipments to, or transfers from, Type II Stations. Some suggestions for added emphasis on certain phases of instruction were made and will be put into effect immediately.

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3. The Christmas Decorating Committee, Office of DCI, used two poster ideas submitted by Miss [REDACTED] through the EE/[REDACTED] desk.

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D. ADMINISTRATION

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Mr. [REDACTED] is investigating a security violation that occurred on 7 December in Room 1 A 1906 which is in use for the current Administrative Procedures Course.



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